

Accounting Manager
Tennessee Department of Finance and Administration
Division of Accounts
Location: Nashville, Tennessee
Salary Range: \$3,896 - \$6,234

The Accounting Manager oversees, organizes, and guides the development of the post audit function within the Division of Accounts. Several key areas of this function include strategy development and planning, continuous monitoring of posted transactions, data analytics, investigating exceptions and implementing course corrections. Detailed analytical and organizational skills are required to fulfill this role. The Division of Accounts maintains the official accounting records for the State, processes state payments, develops and maintains state accounting policies and prepares statewide financial reports.

Major responsibilities for this role include but are not limited to the following areas:

- Assist in the organization, testing and launching of a post audit initiative.
- Help develop, document and maintain enterprise risk management efforts to assess the effectiveness of internal controls and associated risk issues.
- Independently perform quality audit and data analyses from a review of records and other auditing techniques to identify legal, financial, compliance, and/or administrative problems or discrepancies
- Prepare draft audit narrative reports to document audit results, clearly communicate results and make recommendations for corrective actions
- Provide leadership and manage the post audit team to include coaching employees, setting performance goals and project deadlines, monitoring progress, providing constructive feedback, and conducting performance reviews.

Applicants should possess the following core competencies and be able to provide examples based on experience for each:

- Self-starter thriving in a high-volume, deadline-oriented driven environment
- Proven excellent organizational abilities in time and performance management
- Possessing strong analytical skills and attention to detail
- Producing high quality work and taking ownership of individual and team's work efforts
- Proven articulate, professional writing and verbal communication skills
- Demonstrating continuous improvement and seeking challenging work
- Possessing high level of Microsoft Excel proficiency
- Accounts payable and audit experience preferred
- Experience with large-entity ERP systems and ACL a plus

Applicants should have minimum education and experience as follows:

Graduation from an accredited college or university with a bachelor's degree in accounting, or a bachelor's degree including thirty-six quarter hours in accounting, and experience equivalent to five or more years of full-time professional accounting or auditing work.

Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work

The State of Tennessee is an Equal Employment Opportunity Employer.

Please send resumes to sherita.woods@tn.gov and mikhel.lindsley@tn.gov